

8 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: CIA Executive Inventory; Executive Positions

1. The Deputy Director (Administration) positions shown in the attached list were included in Tab A of the Staff Study "The CIA Executive Inventory", dated 15 May 1953, which was adopted by the CIA Career Service Board at its meeting on 1 June 1953. These positions are, subject to final approval by the Board, the official Executive Positions of the Agency.

2. You will recall that the present incumbent of each Executive Position is automatically included in the CIA Executive Inventory and will be asked to make nominations, in terms of his position and all Executive Positions under his direct supervision, of other individuals for the Executive Inventory. The list is forwarded for your comments preliminary to action by the undersigned to request nominations for the CIA Executive Inventory.

3. Please make any additions or deletions in the attached list that you believe to be warranted, verifying the titles shown. In addition, it is requested that you provide the name of each individual now occupying an Executive Position on the attached list.

4. Your comments should be received by the Executive Secretary of the CIA Career Service Board not later than the close of business Friday, 10 July 1953. The Steering Group of the CIA Career Service Board will review the list of Executive Positions at its meeting on Monday, 13 July 1953, in order that final adjustments may be made. Immediately following approval by the Board, the incumbent of each Executive Position will be notified that he should attend the special session of the CIA Career Service Board for the purpose of being briefed on the CIA Executive Inventory, according to the plan approved by the Board on 2 July 1953.

LYMAN B. KIRKPATRICK
Chairman
CIA Career Service Board

Attachment